

#230239

REOPEN CASE

Summary [News](#) [Related Actions](#)

Case Details

| | | | |
|--------------|--------|--------------|-----------------------------------|
| Topic | Other | Created By | USAC |
| Status | Closed | Created On | 3/20/2018 11:57 AM EDT |
| Priority | Medium | Organization | RIDGEWOOD VILLAGE SCHOOL DISTRICT |
| Inquiry Type | Phone | | |

Case Description

Description Julia called in
Q: Needed the steps to submit an appeal to USAC.

A:

1. You can reach it from the Landing Page. Click Appeal in the list of options at the top right, or
2. You can reach it from the top-right drop-down menu on the Entity Summary Page. Click Create Appeal, or
3. You can reach it from the Related Actions section of the Entity Summary Page. Click Create Appeal.

The remaining steps are as follows:

1. Enter the application Nickname, Funding Year, and Main Contact Person
2. Click Continue.
3. Use the Search Filter to find the FRNs that you would like to appeal.
4. Place a checkmark next to the FRNs and click Add n FRNs.
5. To remove an FRNs, place a checkmark next to it and select Remove n FRNs
6. Click Continue.
7. Choose the Appeal Type from the drop-down menu.
8. Enter up to 2000 characters in the Narrative field.
9. Attach any supporting documentation using the Upload Document section.
10. Click Submit.
11. Confirm that you would like to submit an Appeal.
12. Click the link to continue to the Appeal.
13. From Related Actions, you can Respond to Inquiries or Apply Summer or Winter Deferral.
14. From the top of the page, you can view the Associated FRNs for your appeal or Review Inquiries for your appeal.

Case Artifacts

Documents

| Name | Uploaded By | Upload Date |
|--------------------|-------------|-------------|
| No items available | | |

Attachments

| Attachment | Attachment Type |
|--------------------|-----------------|
| No items available | |

Case Thread

| User | Note | Date |
|--------------------|------|------|
| No items available | | |

Case Contact

Case Contact Julia Guciardo